



CSS/Financial Aid  
PROFILE®

**2012-13**

**Noncustodial PROFILE  
Application Instructions**

## Introduction

Many colleges use the Noncustodial PROFILE Application in conjunction with the CSS/Financial Aid PROFILE® Application to help them determine eligibility for institutionally funded need-based aid. These colleges believe strongly that it is the responsibility of both biological or adoptive parents to pay for the student's college expenses, regardless of the parents' marital status or where the student lives. (Other colleges that require information from the noncustodial parent may require different application forms, including the Noncustodial Parent's Statement.)

The Noncustodial PROFILE Application is designed to support consistent collection of information from the noncustodial parent. You complete a single application, and the College Board distributes the information to each college that requires it. There is a standard fee of \$25 for this service. You can pay using a credit or debit card, or an electronic check. Fee waivers are awarded automatically to parents with very low incomes and few assets.

Your information is kept secure and is shared only with the colleges authorized by the student to receive it. Neither the student nor the custodial parent has access to your information unless you choose to share your password.

You are encouraged to print the Pre-Application Worksheet and instructions before beginning the process. These tools are intended to help you gather the needed information before beginning the application. Detailed online help and Frequently Asked Questions are designed to answer any questions you may have about the process.

## Instructions

Read the instructions as you fill out the Noncustodial PROFILE Application. Some instructions appear on the application itself. If more help is needed, check out the online Help Desk.

On the application, the word "spouse" means the noncustodial parent's current spouse, not the student's custodial parent. "College" means a college, university, graduate or professional school, vocational or technical school, or any other school beyond high school. "Student financial aid" means money from education loans, grants and scholarships. It also means earnings received based on the financial aid administrator's determination of financial need.

**Special instructions for international parents:** Convert all income, asset and expense amounts into their U.S. dollar equivalents based on the local exchange rate on the day that the Noncustodial PROFILE is completed. Give the actual rate of exchange used in Section I, Question 46. You can find the daily exchange rate at [www.federalreserve.gov/releases/h10/update](http://www.federalreserve.gov/releases/h10/update).

## Records That Will Be Needed

Get together these records:

- 2011 U.S. income tax return, if completed
- 2010 U.S. income tax return
- W-2 Forms and other records of money earned in 2011
- Records of 2010 and 2011 untaxed income
- Current bank statements and mortgage information
- Records of stocks, bonds, trusts and other investments

**Note:** Some schools and programs may ask you to send them a copy of your tax return. If a copy is requested, send it directly to the school or program. If the income tax information is not provided, aid may not be received.

**If a tax return won't be filed:** Even if you (and your spouse if currently married) will not file an income tax return for 2011, it will be necessary to know your earnings for the year. You will need records showing the income reported on the PROFILE.

**If a tax return hasn't been completed yet:** If you (and your spouse if currently married) haven't completed a 2011 U.S. income tax return but will be filing one, estimate 2011 income and benefits using income and tax records from 2010 in addition to salary records from 2011. If you need to correct Noncustodial PROFILE information after filing the tax return, do so directly with your son's or daughter's colleges and scholarship programs.

Question	Instruction Text
<b>SECTION A – HOUSEHOLD INFORMATION</b>	
<b>Throughout the application, "you" and "your" refers to the student's noncustodial parent. If you have remarried as of today, you must also include information about your current spouse in this section and throughout the application.</b>	
Question A1i	If your country does not appear in the list, you cannot complete the Noncustodial PROFILE. Please have your child contact the colleges and universities he or she is applying to for guidance.
Question A1l	If you are employed by others or are retired or otherwise not-employed by choice, select "No."
	If you are self-employed, and that employment is your main source of income, select "Yes, self-employed." Someone who is self-employed is normally defined as one who operates a business or profession as a sole proprietor, partner in a partnership, independent contractor, or consultant. He or she normally reports self-employment income on Schedule C of IRS Form 1040. If you are self-employed but that employment does not provide the majority of your income (e.g. a teacher who tutors during the summer) select "No."
Questions A2-4	Select your current marital status. If you are now married, select "remarried" and provide the date of your remarriage in question A3. Then give information about your current spouse in question A4.
Question A4f	If your spouse is employed by others or is retired or otherwise not-employed by choice, select "No."
	If your spouse is self-employed, and that employment is his or her main source of income, select "Yes, self-employed." Someone who is self-employed is normally defined as one who operates a business or profession as a sole proprietor, partner in a partnership, independent contractor, or consultant. He or she normally reports self-employment income on Schedule C of IRS Form 1040. If your spouse is self-employed but that employment does not provide the majority of his or her income (e.g. a teacher who tutors during the summer) select "No."
Question A5	Include yourself and your current spouse, if you have remarried. <b>Always include the student and the student's brothers and sisters who are under age 24, even if they don't live with you.</b> Include other people if they currently live with you and receive more than half of their support from you and your current spouse and will continue to get this support between July 1, 2012 and June 30, 2013. (Support includes money, gifts, loans, housing, food, clothes, car, medical and dental care, payment of college costs, etc.)
Question A6	<b>Always count the child for whom you are filing this application. Do not include yourself or your spouse.</b> Include other family members counted in question A5 as college students only if they are planning to enroll at least half time in 2012-13 in a program that leads to a degree or certificate.
Question A7	Select your current state, territory, or province of legal residence. If you do not live in the U.S., one of its territories, or Canada, choose "Foreign Country." Your legal residence is your fixed and permanent home.
Question A8	Enter the email address at which you want to receive communications about the financial aid process.
<b>SECTION B – DEPENDENT FAMILY MEMBER LISTING</b>	
Be sure to complete all parts of this question, giving the information asked for about each dependent family member reported in question A5. Do not include information about you and your current spouse, if remarried. Be sure to report the age and relationship for each family member. If you have fewer than eight total family members, including yourself, the student, and your current spouse (if married), and have more dependent family members than the spaces provided, go back to question A5 and correct the number you entered. This section of the application (Section B) will be expanded automatically. If you have more than eight total family members, first list	

Question	Instruction Text
those who will be in school or college at least half-time. List the others in Section I, question 2.	
In the 2011-12 school year section enter the name of each school for each family member attending school, including a private preschool, a public or private elementary or secondary school, or a college or graduate school. For the Year in School box, choose the year in school from the drop down list.	
When completing the 2011-12 Parent's Contribution field give the best estimate of the amount of money you paid or will pay towards 2011-12 private school (elementary, middle, or high school) or college expenses, including tuition and fees, books and supplies, and room and board. Only include expenses directly related to the student's education, not to extracurricular activities such as sports or band. Don't include amounts you borrowed or plan to borrow. In the 2012-13 College or University Type box, choose the type of college or university each family member will attend from the drop down list.	
<b>SECTION C — NONCUSTODIAL PARENT'S SUPPORT OF FORMER HOUSEHOLD</b>	
<b>This section of the application asks about the support you provide to the student's custodial parent's household.</b>	
Question C1	Select the response that indicates whether you or the custodial parent claimed the student on his or her 2011 federal income tax return. If you haven't filed your 2011 income tax return and are not certain who will claim the student, respond based on who claimed the student in 2010.
Question C2	Enter the amount of child support you paid or will pay to your former spouse for the student applicant. Do not include child support payments for other children. You will be asked to report total child support payments in questions C4 and D1.
Question C3	Enter the month, day, and year when child support payments for the student ended or will end, based on order of the court.
Question C4	Enter the amount of child support you paid or will pay to your former spouse for <b>all children in the custodial parent's household, including the student applicant.</b> (Question C4 should include the amount you reported in question C2.) Do not include child support payments for children in other households. You and your current spouse will be asked to report total child support payments for all children in question D1.
Question C5	Enter the amount of alimony you paid or will pay to your former spouse. Give annual amounts, not monthly amounts.
Question C6a	Enter the amount you paid or will pay toward the student's <b>private</b> high school or college expenses for the 2011-12 school year. Expenses include tuition and fees, books and supplies, and room and board. Only include expenses directly related to the student's education, not to extracurricular activities such as sports or band. Don't include amounts you borrowed or plan to borrow. If your child is a high school student, don't include expenses incurred to apply to or prepare for college or the next school year.
Question C6b	Give your best estimate of the amount of money you plan to pay toward the student's college expenses for the 2012-13 school year. Expenses include tuition and fees, books and supplies, and room and board.
Question C7	Of the amount you gave in C6b, click "yes" if there is a written agreement specifying the amount you will pay for the student's educational expenses.
<b>SECTION D — NONCUSTODIAL PARENT AND CURRENT SPOUSE'S EXPENSES</b>	
<b>This section of the application asks for information about expenses you and/or your current spouse incurred in 2011 and asks you to estimate these same expenses for 2012.</b>	
Question D1	Enter the amount of child support that you and/or your current spouse <b>paid</b> to a former spouse in 2011 and expect to pay in 2012 for all dependent children living outside your home. Don't include child support you or your current spouse received for support of dependent children living in your home. This question should include the amount you reported in question C4.

Question	Instruction Text
Question D2	Enter the total amount of educational loan repayments that you and your current spouse made in 2011 and expect to make in 2012. Include loans you obtained for your or your spouse's education or for your or your spouse's children's education. Don't include loans that your children obtained for their own education and that you have agreed to repay.
Question D3	You may leave this question blank if expenses are less than 3 percent of total 2011 income (taxed and untaxed reported in Section E). Enter the amount of money you and your current spouse paid in 2011 and expect to pay in 2012 for medical and dental expenses, including insurance premiums. Don't include amounts covered by insurance or a government-sponsored health care plan or health insurance deductions for the self-employed from 2011 IRS Form 1040, line 29. If you included medical and dental expenses as an itemized deduction on your U.S. income tax return, enter the amount from 2011 Schedule A, line 1. (See IRS instructions for Form 1040, Schedule A for a comprehensive list of expenses to include.)
Questions D4a-b	Enter the amount of money that you and your current spouse paid in 2011 and expect to pay in 2012 for elementary, junior high, and high school tuition for family members who were included in Section A, question 5. (Tuition does not include room, board, books, transportation, etc.) Don't include tuition paid by scholarships. Also, don't include any tuition paid for the student named on this application or any tuition paid for preschool or college.
Questions D4c-d	Enter the number of dependent children for whom the amount listed in questions D4a-b was paid in 2011 and will be paid in 2012. Don't include the student named on this application or any person who was not included in Section A, question 5. Don't answer questions D4c and d if you entered "0" (zero) in D4a and b.
<b>SECTION E — NONCUSTODIAL PARENT'S AND CURRENT SPOUSE'S 2011 INCOME AND BENEFITS</b>	
<b>This section of the application asks for detailed information about your and/or your current spouse's taxable and untaxed income for 2011.</b>	
Question E1a	<p>If you selected "Did not, and not required to, file an income tax return," skip question E1b.</p> <p><b>International Applicants</b> - if your country's tax year does not follow the calendar year, wherever you are asked for information from 2011 report information from your country's last tax year that ended or will end March 31, 2012. If, for example, your country's tax year runs from April 1 to March 31, enter the information for the tax year that ended March 31, 2012. If your country's tax year runs from July 1 to June 30, enter the information for the tax year that ended June 30, 2011.</p>
Question E1b	<p>Select the answer that indicates which federal tax return you filed or will file for the 2011 tax year. Use your tax return, if possible, to fill out questions E1 through 9.</p> <p>If you selected "Did not, and not required to, file an income tax return," in question E1a, skip this question.</p> <p>If you are not currently married and are giving information for only yourself on this application, and you filed (or will file) a joint tax return for 2011, give only your portion of the exemptions, income, and taxes asked for in questions E2 through 9.</p> <p>If you are currently married and you filed (or will file) separate tax returns for 2011, be sure to include both your and your current spouse's exemptions, income, and taxes paid in questions E2 through 9.</p> <p><b>International Applicants</b> - If you select "Other non-U.S. tax return" and your country's tax year does not follow the calendar year, wherever you are asked for information from</p>

Question	Instruction Text
	2011 or "your country's most recent tax year," report information from your country's last tax year that ended or will end March 31, 2012.
Question E2	If you used the 1040EZ and checked either "you" or the "spouse" box on line 5, use the 1040EZ worksheet line F to determine the number of exemptions (\$3,700 equals one exemption). If you didn't check either box, enter "1" if you are single or "2" if you are married.
Question E3g	<p>Adjusted gross income (AGI) is the taxable income, after adjustments but before exemptions and deductions, reported on your 2011 IRS Form 1040, line 37 or Form 1040A, line 21 or Form 1040EZ, line 4. Also, the total of questions E3a-e minus E3f equals the answer to question E3g.</p> <p>If you do not file a U.S. tax return, enter the income you were or will be required to pay taxes on. This may include wages, interest income, dividend income, business and real estate income, alimony, capital gains, and miscellaneous income, less the amount of losses and adjustments allowed by your country's tax system.</p>
Question E4	<p>Enter the amount of federal income tax paid from 2011 IRS Form 1040, line 55 or Form 1040A, line 35 or Form 1040EZ, line 12. Make sure this amount doesn't include any FICA, self-employment, or other taxes from your tax return; they will be calculated based on the information entered on this application. Don't copy the amount of "federal income tax withheld" from a W-2 Form. Don't enter the amount sent to the IRS owed in taxes (underpayment) for the year or the amount received in a refund check.</p> <p>If you do not file a U.S. tax return, enter the amount you paid for all taxes, mandatory withholdings, and set asides during your country's most recent tax year. Include income taxes, state and local taxes, levies, and mandatory retirement payments. Itemize the sources and amounts in Section I, question 2.</p>
Question E5	A family <b>may be eligible</b> to claim an American opportunity credit of up to \$2,500 per year for each eligible family member enrolled at least half-time in the first four years of undergraduate study, provided that the student is claimed as a dependent by the taxpayer claiming the credit. The amount of the credit is based on the qualified tuition and fee expenses paid by the taxpayer and the family's income. A family may also claim a lifetime learning credit of up to \$2,000 per year for all eligible family members. A family may not claim both an American opportunity and a lifetime learning credit for the same student. There are restrictions about who is eligible for each tax credit. For more information, see IRS Publication 970 or check with your tax adviser.
Question E6	If you did not itemize deductions on Schedule A or if you filed Form 1040A, 1040EZ, or a non-U.S. tax form, enter "0."
Question E7	This question asks for information about how much you earned from working; including wages, salaries, and tips. Answer this question whether or not you filed a tax return. This information may be on your W-2 forms, or on 2011 IRS Form 1040, lines 7, 12, and 18 (if line 12 or 18 is negative, treat it as zero) or on 1040A, line 7 or 1040EZ, line 1.
Question E8	This question asks for information about how much your current spouse earned from working including wages, salaries, and tips. Answer this question whether or not your spouse filed a tax return. This information may be on your spouse's W-2 forms, or on 2011 IRS Form 1040, lines 7, 12, and 18 (if line 12 or 18 is negative, treat it as zero) or on 1040A, line 7 or 1040EZ, line 1.
Question E9a	Enter the amount of <b>untaxed</b> social security benefits (including Supplemental Security Income) that you and your current spouse received in 2011 for all family members except the student. Don't include any benefits reported in question E3. Don't give monthly amounts. Be sure to include the amounts that you and your current spouse received for the student's brothers and sisters, half-brothers and half-sisters, as well as the student's step-siblings.

Question	Instruction Text
Question E9b	Enter the total amount of Temporary Assistance for Needy Families (TANF) you and your current spouse received for 2011; <b>don't</b> report monthly amounts. <b>Don't</b> include food stamps or subsidized housing.
Question E9c	Enter the total child support you and your current spouse <b>received</b> for 2011; don't report monthly amounts. Don't include foster care or adoption payments.  Don't report amounts <b>paid</b> here. Report those amounts in questions C2, C4, and D1.
Question E9d	Enter the deductible IRA and/or SEP, SIMPLE, or Keogh payments from 2011 IRS Form 1040, total of lines 28 and 32, or Form 1040A, line 17. Don't include contributions to Roth IRA's or Coverdell savings accounts.  If you do not file a U.S. tax return, enter the amount of payments you made to retirement or pension plans in 2011.
Question E9e	Enter payments to tax-deferred pension and savings plans (paid directly or withheld from earnings) including, but not limited to, amounts reported on W-2 Forms in Boxes 12a through 12d, codes D, E, F, G, H, and S. Include untaxed payments to 401(k) and 403(b) plans.
Question E9f	Enter amounts withheld from wages for dependent care and medical spending accounts. These amounts are usually reported on W-2 Forms.
Question E9g	If you aren't a tax filer, enter "0" (zero).  The Earned Income Credit is a tax credit for certain people who work. The credit may give you a tax refund even if you are not assessed any tax. See IRS tax form instructions for detailed eligibility information.
Question E9i	If you or your current spouse received any tax-exempt interest, such as from municipal bonds, enter the amount. Include any exempt-interest dividends from a mutual fund or other regulated investment company. Do not include interest earned on your IRA or Coverdell education savings account.
Question E9j	If you or your current spouse qualify to exclude a limited amount of your foreign earned income from your AGI, you must complete IRS Form 2555 or 2555-EZ and report the amount on Form 2555, line 45 or Form 2555-EZ, line 18 in question 28k. See IRS instructions.
Question E9	Use the worksheet provided to answer this question. Don't include: 1) any income reported elsewhere on the PROFILE Application, 2) money from student financial aid, 3) educational Workforce Investment Act benefits, 4) veterans educational benefits (GI Bill, Dependents Educational Assistance Program, VA Vocational Rehabilitation Program, VEAP Benefits, REAP Benefits, etc.), 5) combat pay, or 6) gifts and support, other than money, received from friends or relatives.
<b>SECTION F — NONCUSTODIAL PARENT AND CURRENT SPOUSE'S 2010 INCOME AND BENEFITS</b>	
<b>All questions in this section refer to your and your current spouse's 2010 income and benefits. For questions F1-3, use figures from a completed 2010 U.S. income tax return if one was filed.</b>	
Question F4	Report your and your current spouse's <b>2010</b> untaxed income and benefits, including: 1) social security benefits, 2) TANF, 3) child support received, 4) deductible IRA and/or SEP, SIMPLE, or Keogh payments, 5) payments to tax deferred pension and savings plans, 6) tuition and fees deduction, 7) amounts withheld from wages for dependent care and medical spending accounts, 8) Earned Income Credit, 9) housing, food, and other living allowances paid to members of the military, clergy and others, 10) tax-exempt interest income, 11) foreign income exclusion, and 12) other untaxed income. See questions E9a-l for further details.
<b>SECTION G — NONCUSTODIAL PARENT'S AND CURRENT SPOUSE'S 2012 EXPECTED INCOME AND BENEFITS</b>	

Question	Instruction Text
<p><b>In this section, report the amount of income and benefits you and your current spouse expect to receive during 2012. Explain in Section I, question 2, any unusual increases or decreases from 2011.</b></p>	
Question G1	Include your wages, salaries, and tips.
Question G2	Include your current spouse's wages, salaries, and tips.
Question G3	Enter the total amount of other taxable income that you and your current spouse will report on your 2012 federal tax return - including IRS Form 1040, 1040A, or 1040EZ. Include interest and dividend income and any other taxable income. <b>Don't include</b> any income reported in questions G1 and 2.
Question G4	Report your and your current spouse's estimated <b>2012</b> untaxed income and benefits, including: 1) social security benefits, 2) TANF, 3) child support received, 4) deductible IRA and/or SEP, SIMPLE, or Keogh payments, 5) payments to tax deferred pension and savings plans, 6) amounts withheld from wages for dependent care and medical spending accounts, 7) Earned Income Credit, 8) housing, food, and other living allowances paid to members of the military, clergy and others, 9) tax-exempt interest income, 10) foreign income exclusion, and 11) other untaxed income. See questions E9a-l for further details.
<p><b>SECTION H — NONCUSTODIAL PARENT AND CURRENT SPOUSE'S ASSETS</b></p>	
<p><b>Give information about your and your current spouse's assets in questions H1-8. If you or your current spouse have assets jointly owned with someone else, including a former spouse, give only your and your current spouse's portion of the assets' values and debts. Be sure to include information about assets held in trust for you. Don't leave any of these questions blank unless instructed otherwise. If a question does not apply to you and your current spouse, enter "0."</b></p>	
<p><b>In questions H1-8, don't include: 1) personal or consumer loans or any debts that are not related to the assets listed, 2) the value of retirement plans (pension funds, annuities, IRAs, Keogh plans, etc.), or 3) student financial aid.</b></p>	
Question H1	Enter the total balance of your and your current spouse's cash, savings, and checking accounts, as of today. Do not enter average monthly balances.
Question H2	<p>Include funds in custodial accounts, Uniform Gifts to Minors accounts, or other savings and investment accounts held by you in the names of the student's siblings, half-siblings, and step-siblings, who are under age 19 and not enrolled in college. Do not include funds held in Section 529 college savings or prepaid tuition plans. Include these in question H3.</p> <p>If any of the student's siblings have a 529 plan as part of a Uniform Gift to Minors Act (UGMA) account or Uniform Transfer to Minors Act (UTMA) account or that was funded from assets from an UGMA/UTMA, it is considered the sibling's asset and should not be reported here. You should only include assets you own in the student's siblings' names, not assets owned by your children.</p>
Question H3	<p>If you or your current spouse have investments, use the worksheet to determine how much those investments are worth today. The total is the answer to question H3a. <b>Don't include</b> your home, business(es), farm(s) or other real estate. Those should be reported in questions H4-8. Don't include savings given in question H1 or assets reported in question H2. Include funds held in Section 529 college savings or pre-paid tuition plans or Coverdell education savings accounts established for the student and the student's siblings, half-siblings, and step-siblings. If the student's siblings have a 529 plan as part of a Uniform Gift to Minors Act (UGMA) account or Uniform Transfer to Minors Act (UTMA) account or that was funded from assets from an UGMA/UTMA, it is considered an asset of the UGMA/UTMA owner (the child), and should not be reported here. If assets are held in Coverdell education savings accounts are included, note this and the amount in the student's account in Section I, question 2.</p>

Question	Instruction Text
	<p>Do not include the value of retirement plans (pension funds, annuities, IRAs, Keogh plans, etc.) here. Report them in A1s and A4I.</p> <p>Then enter how much you owe on your investments.</p>
Question H4	<p>If you and/or your current spouse own a home, fill in the current market value. Use the price you could reasonably expect to receive for your home if it were sold <b>today</b>. <b>Don't use</b> assessed, insured, or tax value. A "home" includes a house, mobile home, condominium, etc.</p> <p>Then, enter how much you and/or your current spouse owe on the home, including the current payoff amount of the mortgage and outstanding related debts on the home. Don't include interest due, escrow payments, insurance premiums, association fees, or property taxes. Check with the mortgage company if you're not sure of the amount.</p> <p>Next enter the year you purchased the home and the purchase price. Finally, enter the amount paid each month for home mortgage, excluding property tax.</p> <p><b>Renters</b> enter "0" in H4a and b, enter the amount paid each month for rent in H4e, and leave questions H4c-d blank.</p>
Question H5	<p>Choose "yes" if you or your current spouse own all or part of a business or farm. If you answer "no" skip to question H8.</p>
Question H6	<p>If you or your current spouse own a business, enter the current market value. Enter the price you could reasonably expect to receive for your business if it were sold today. Include the value of land, buildings, machinery, equipment, inventories, etc. Then enter what is owed on the business. Include only the present mortgage and related debts for which the business was used as collateral. If you or your current spouse are not the sole owners, enter only your and your spouse's share of the total value and debt.</p>
Question H7	<p>If you or your current spouse own a farm, enter the current market value. Include the value of land, buildings, machinery, equipment, livestock, inventories, etc. Don't include the home if it is part of the farm. Then enter what is owed on the farm. Include only the present mortgage and related debts for which the farm was used as collateral. If you or your spouse are not the sole owners, enter only your share of the total value and debt.</p>
Question H8	<p>If you or your current spouse own other real estate (including rental property, land, second or summer homes), enter the current market value of these assets. Then enter how much is owed on this real estate, the year purchased, and the purchase price. If you or your current spouse own more than one property, enter in Section I, question 2, the year each was purchased and its purchase price. If you do not own other real estate enter "0" (zero) in H8a and b and do not answer questions H8c and d.</p>
<b>SECTION I — OTHER IMPORTANT INFORMATION</b>	
Question I1	<p>If you choose "no," the colleges and programs receiving your information will not share it with the student. If you choose "yes," you are giving these colleges and programs permission to share your information with the student. Some colleges and programs have policies that they will never share information entered on the Noncustodial PROFILE.</p>
Question I2	<p>Use this section to explain any unusual expenses. Also, explain special circumstances that may affect your or your family's ability to pay college expenses, such as loss of employment, serious illness, or natural disaster. If space is inadequate, provide the requested information directly to the student's colleges or programs. Include the student's name on all correspondence.</p>